

# ARMS

## Aging Resources Management System

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### SECTION 8

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<b>SECTION 8 .....</b>	<b>1</b>
<b>THE UTILITIES MENU .....</b>	<b>2</b>
CONVERT COMPUTER KEYES DATA .....	3
FILE TRANSFER.....	4
<i>File Transfer - Download.....</i>	<i>5</i>
<i>File Transfer - Upload.....</i>	<i>6</i>
CREATE REGIONAL DATA .ZIP FILE.....	8
CHANGE PASSWORD.....	8
FIGURE 9 CHANGE PASSWORD SCREEN .....	8
TABLE MAINTENANCE MENU.....	9
<i>Funding Sources .....</i>	<i>9</i>
<i>Counties .....</i>	<i>10</i>
<i>Race .....</i>	<i>11</i>
<i>Regions.....</i>	<i>11</i>
<i>Service Categories .....</i>	<i>12</i>
<i>Service Codes.....</i>	<i>13</i>
<i>Site Route Worker Codes .....</i>	<i>14</i>
<i>Types of Operations .....</i>	<i>15</i>
CONVERT DSS DATA .....	16
REIMBURSEMENT REINDEXING.....	19
ARCHIVE DATABASES .....	20
BACKUP DBFs .....	20
RESTORE DBFs .....	21
CHANGE PASSWORD.....	22
CHANGE SSN .....	23
LOCK FILES .....	23
UNLOCK FILES.....	24
ERROR LOG OPTIONS.....	24

## The Utilities Menu

Figure 1 shown below is the *Utilities Menu*. Some menu options will not be available for all security levels.



Figure 1 Utilities Menu

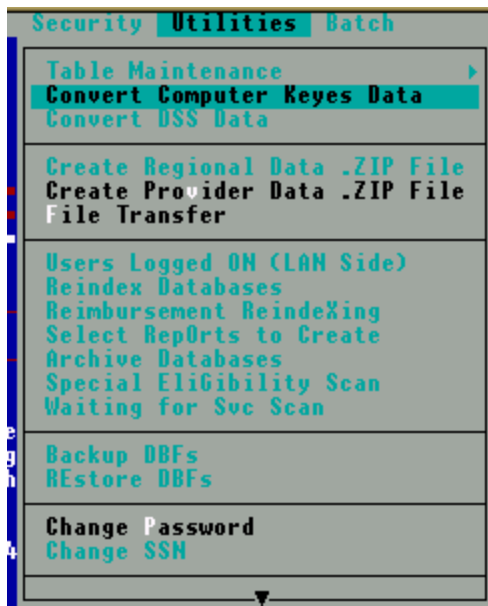


Figure 2 Utilities Menu

### NOTE:

Users with Provider security level have limited access to items on the *Utilities Menu* as shown in Figure 3.

Access is limited for most of these items based on the security level of the user. If an option or item is disabled, the user does not have access. If the data on any detailed screen is in red, the user cannot edit or change it.

## Convert Computer Keyes Data

Figure 3 is the *Convert Computer Keyes Selection Screen*. This program converts CLIENT, UNIT, and REIMBURSEMENT files from Computer Keyes text files to ARMS database files. All the CLIENT files that are to be converted should be combined into one large CLIENT file. All the UNIT files that are to be converted should be combined into one large UNIT file. All the REIMBURSEMENT files that are to be converted should be combined into one large REIMBURSEMENT file. These files must be given a .TXT extension and then be uploaded to the ARMS directory (See File Transfer - Upload section).



Figure 3 Computer Keyes Selection Screen

Once this option is chosen from the Utility Menu, the user will be able to choose any combination of the three Computer Keyes files to convert. For example, if the user wishes to convert all three files, a “√” will be placed beside the name of each file denoting that this file WILL be converted. If for whatever reason, the user wishes to only convert the REIMBURSEMENT file, highlight each of the other files and press the space bar to de-select it.

If the user chooses “Yes” for the “Pause after each file is converted?” question, the conversion will pause after each of the three files are converted allowing the user to view the results of the conversion.

Figure 14 is the data screen that is displayed as each file is converted. After each file is converted, execution will pause; prompting the user to “Press any key to continue...” Choosing “No” will force continuous execution until all files have been converted.

The “Select All” option will automatically place a “√” beside ALL files.

Once the appropriate files are selected, selecting <OK> will start the conversion process.

Also, the Computer Keyes files will NOT be deleted after they have been converted they are renamed with an extension of 'CVT'.

**NOTE:** The error report created after the conversion is named "ckerrs.rpt" with a 'C', 'R' and/or 'U' following the letter 's'. Example: ckerrsu.rpt = Unit error report.

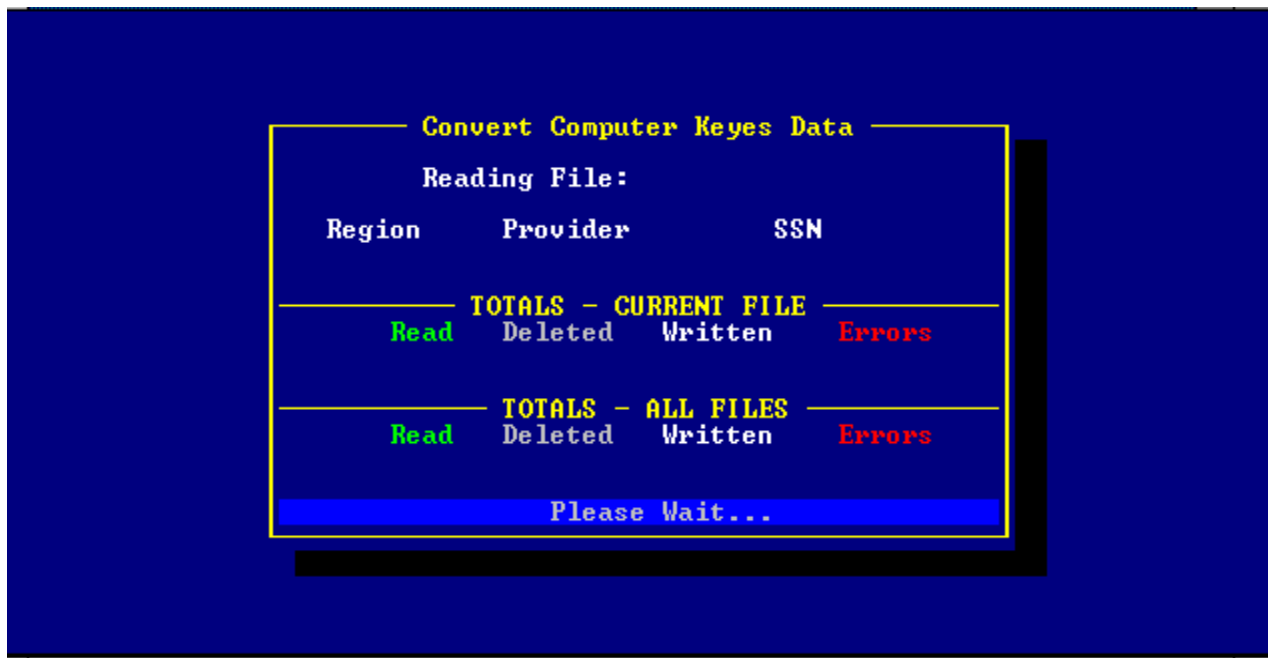


Figure 4 Convert Computer Keyes Data Screen

**Data must be entered on-line and/or uploaded and converted to the ARMS systems by 5:00 p.m. on or before the 11<sup>th</sup> of the each month. It is recommended that regions and/or providers do one batch upload and conversion a month. Every time a conversion is done an existing error report is overwritten; therefore, the users must remember to download the error report after each conversion. When the 11<sup>th</sup> falls on a holiday the due date is the next working day. If the 11<sup>th</sup> falls on a weekend, data is due the following Monday. The system is closed for one day each month to allow for processing of reimbursement reports and to produce financial documents for the State Agency, the area agencies on aging, and the aging service providers.**

The *File Transfer* option on the *Utilities Menu* shown in Figure 5 is enabled for users with "Agency" and "Provider" security level. The File Transfer screen gives the user the choice of sending files to the ARMS System (Upload File(s)) or receiving files from the ARMS System (Download File(s)). To cancel the File Transfer program choose the <Cancel> button. To proceed with File Transfer, choose the <OK> button.

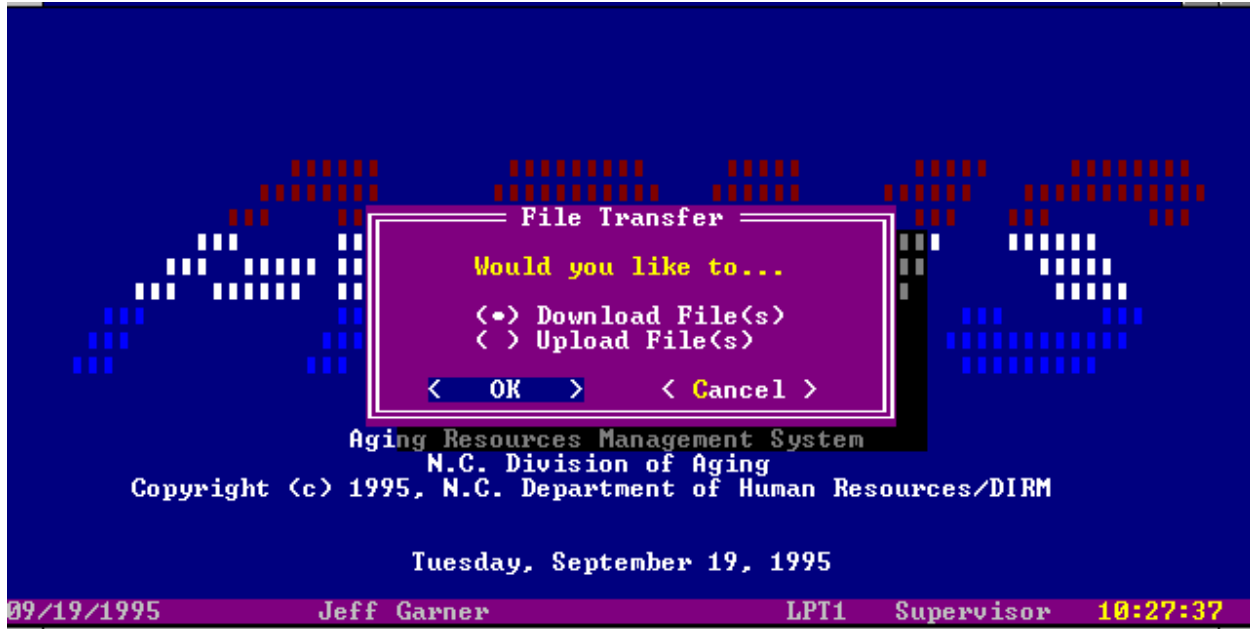


Figure 5 File Transfer Screen

## File Transfer - Download

Figure 6 is the *File Transfer Download Screen*. An individual file can be selected by highlighting the file name and pressing the **Enter** button. A group of files can be chosen by using wild card characters (\* and ?).



Please refer to your DOS manual for more information concerning wild card characters.

To download an individual file, such as “INVMIS.Rpt” in Figure 6, the user could accomplish this in one of two ways. One way would be to manually type “INVMIS.Rpt” in the “Host Filename(s)” text area. An easier way to accomplish this would be to highlight the particular file in the list box and press <Enter>. This automatically places the name in the “Host Filename(s)” text area. Either way, once the file has been selected, pressing the <OK> button begins the download.

To download a group of files, such as all those with the .RPT extension, type \*.RPT in the “Host Filename(s)” text box and press the <OK> button.

The file name in the “Your Filename(s)” text box determines where the downloaded file(s) will be copied to. The default destination is C:\. To change this default, type the file name and the file path where the downloaded file should be copied. For example, typing C:\TEMP into the “Your Filename(s)” box would copy the file ‘INVMIS.Rpt’ to the C:\TEMP directory. If for any reason the File Transfer program cannot find the directory specified in the “Your Filename(s)” box, an error message will be displayed.

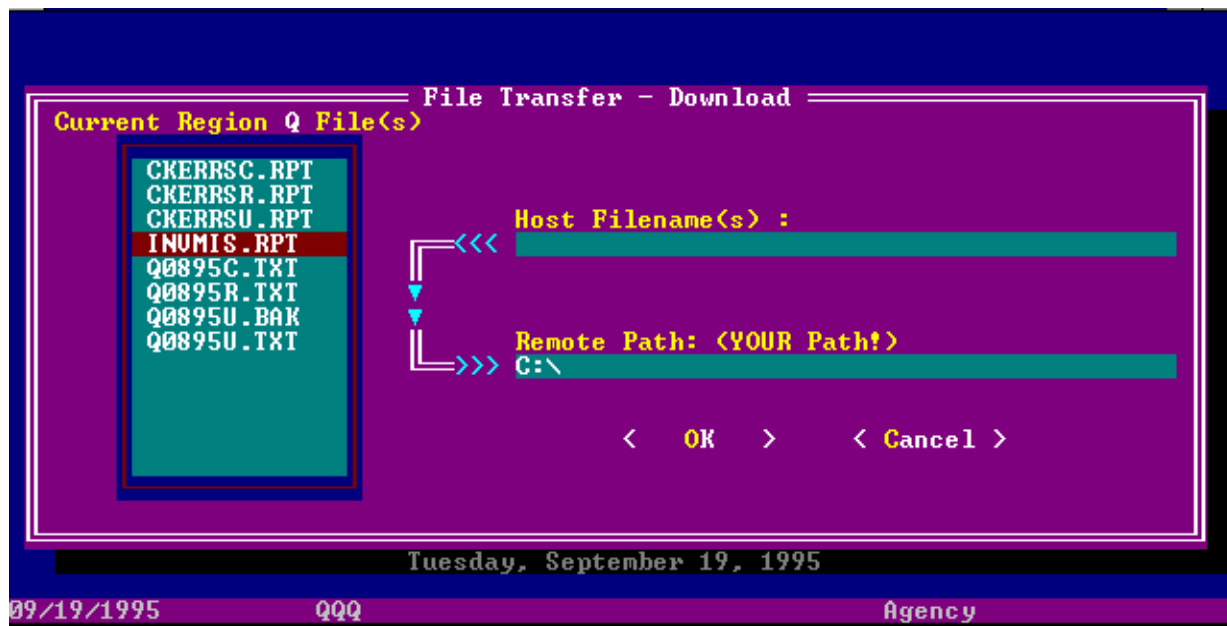


Figure 6 File Transfer Download

## File Transfer - Upload

Figure 7 is the *File Transfer Upload Screen*. Even though the user can upload any file to the ARMS system, there are three files normally uploaded on a monthly basis (CLIENT file, REIMBURSEMENT file, and UNIT file).

All the CLIENT files received by the Agencies must be combined into a single CLIENT file. This file must have the letter “C” in the sixth position of the file name and have the .TXT extension. For example, ‘xxxxxC.TXT’ is a valid CLIENT filename. However, normally this filename looks something like the following, ‘Q0895C.TXT’ or ‘QCLNTC.TXT’.

All the UNIT files received by the Agencies must be combined into a single UNIT file. This file must have the letter “U” in the sixth position of the file name and have the .TXT extension. For example, xxxxxU.TXT is a valid UNIT filename. However, normally this filename looks something like the following, ‘Q0895U.TXT’ or ‘QUNITU.TXT’/

All the REIMBURSEMENT files received by the Agencies must be combined into a single REIMBURSEMENT file. This file must have the letter “R” in the sixth position of the file name and have the .TXT extension. For example, xxxxxR.TXT is a valid REIMBURSEMENT filename. However, normally this filename looks something like the following, ‘Q0895R.TXT’ or QRMBSR.TXT’.

The files which are being uploaded (Copied to the ARMS System) are typed into the “Your Filename(s)” box on the File Transfer Upload screen. To complete the file transfer, press the <OK> button. To cancel the file transfer, press the <Cancel> button.

If for any reason the file cannot be transferred, and error message will be displayed and the File Transfer Upload screen will be displayed. The error message 'File Transfer Complete' does not necessarily mean that the file you attempted to transfer was actually transferred. This message only means that the software has completed what it was instructed to do whether it complete it successfully or not.

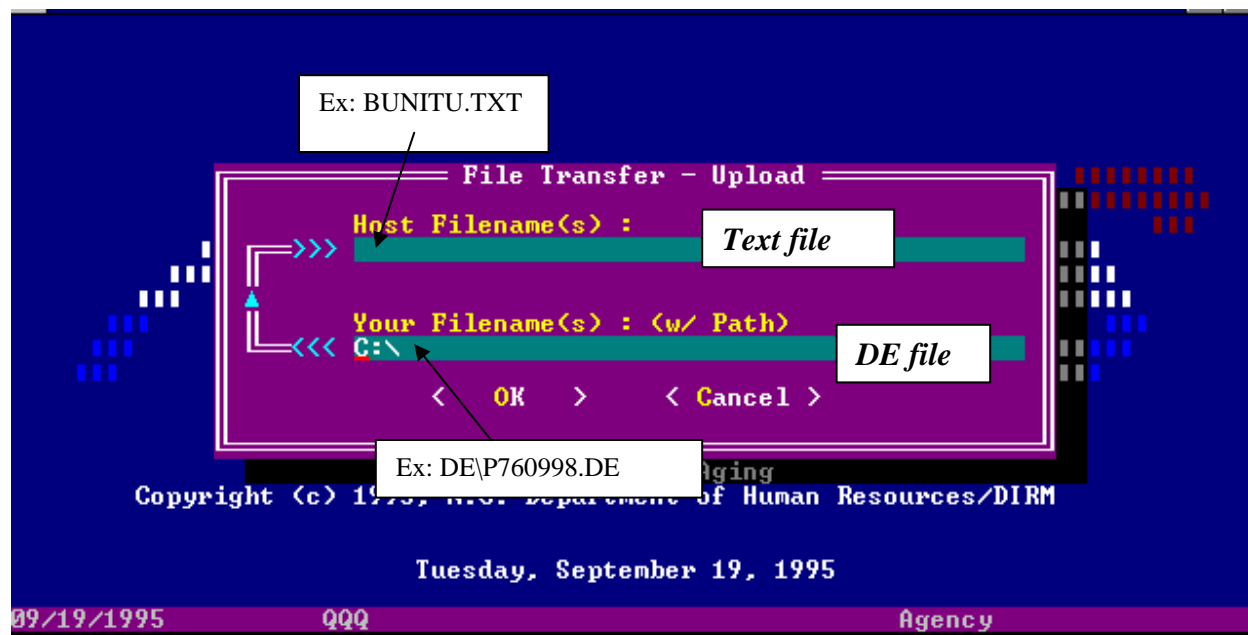
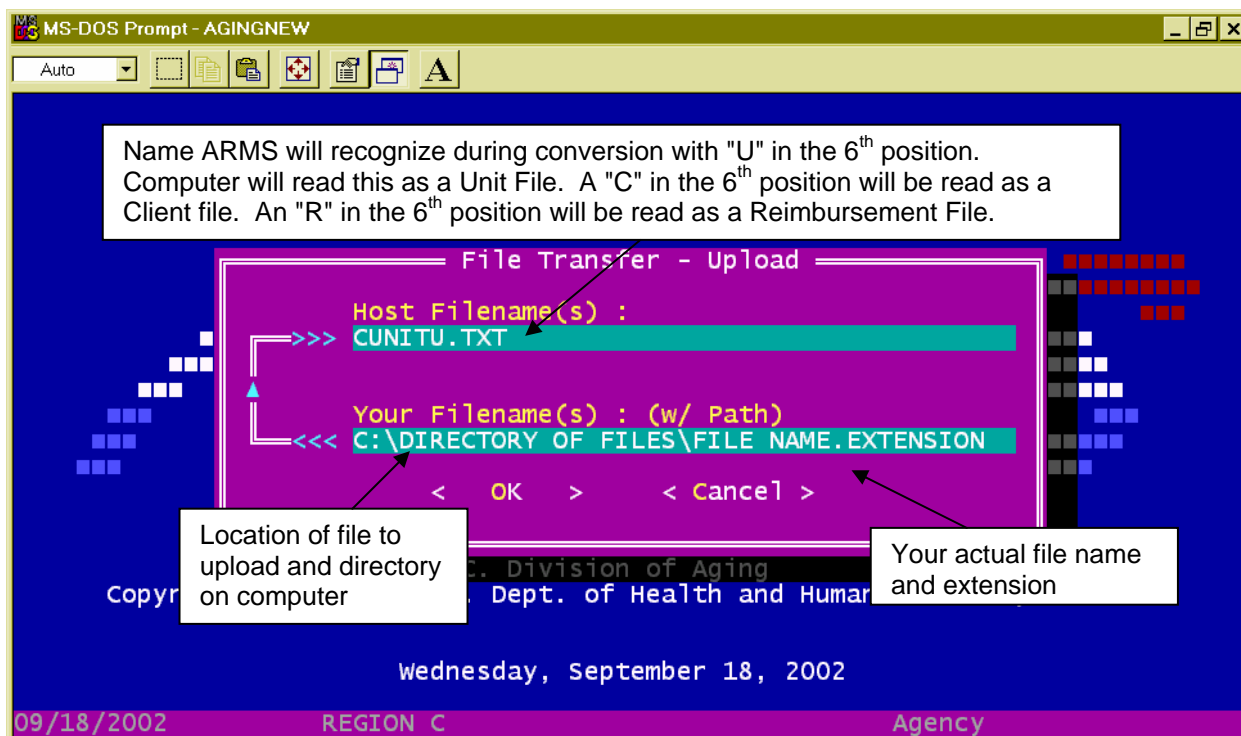


Figure 7 File Transfer Upload Screen



## Create Regional Data .ZIP File

This option allows “Agency” security level users to “zip up” data relative to their Region. Data collected within the *ARMS* system is housed in several database files (.DBF files). This option will allow the user to create a .ZIP file consisting of all the raw database files for their specific Region. Once created, the .ZIP file can be downloaded using the “File Transfer” option. Figure 8 is displayed when this option is chosen from the *Utilities Menu*.

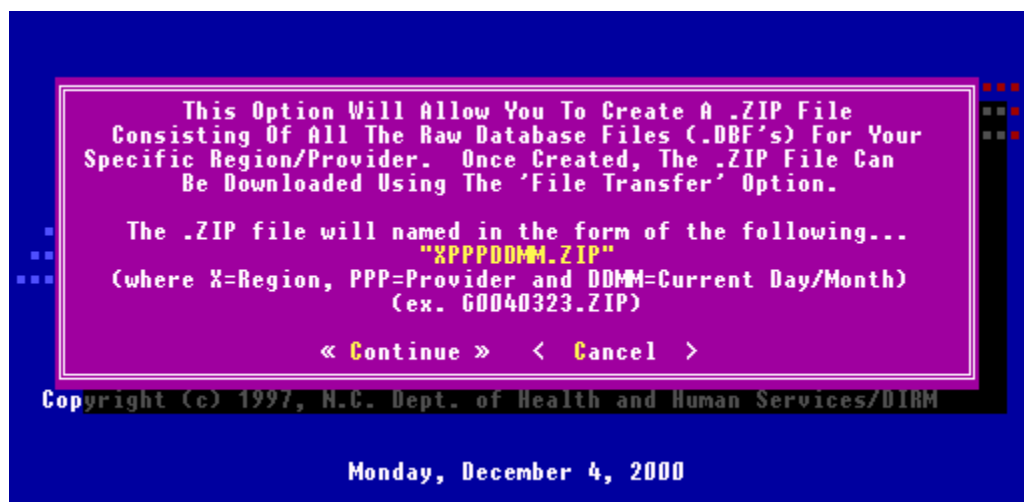


Figure 8 Create Regional Data .ZIP File

## Change Password

Figure 27 shown below is the *Change Password Screen*. All users are required to have a valid Password. Although it is not required to change passwords in *ARMS*, it is a good idea to change passwords periodically. To change a password, type the new password into the “New Password” field and press <ENTER>. To insure spelling, retype the new password in the “Retype New Password” field and press <ENTER>. After pressing the <OK> button, if both entries were typed correctly, the new password will be accepted. The new password will be required at subsequent logins.



Figure 9 Change Password Screen



## Table Maintenance Menu

Figure 10 below is the *Table Maintenance Menu*. When an option on this menu is selected, a particular browse screen will be displayed. Browse screen explanations have been discussed earlier. The Detail screens associated with each of these menu items are displayed and examined in this section.

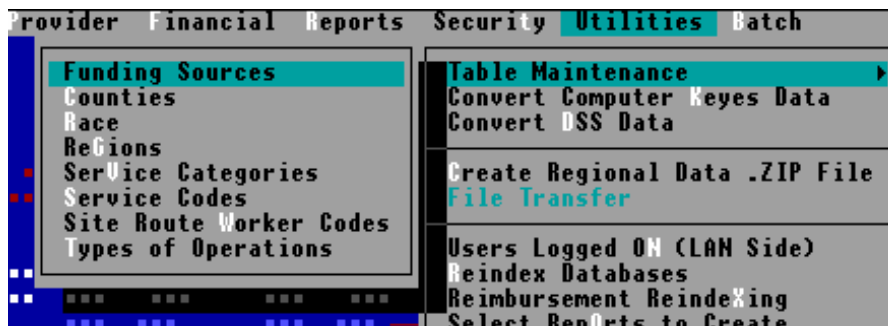


Figure 10 Table Maintenance Menu

## Funding Sources

Figure 11 below is the *Funding Sources* detail screen. This screen is displayed after the <Add> or <Edit> button has been pressed on the Funding Sources browse screen. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing.

Duplicate Funding Sources cannot be added unless a different Service Code is entered. Service Codes can be left blank or a three-digit code can be entered. To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving.

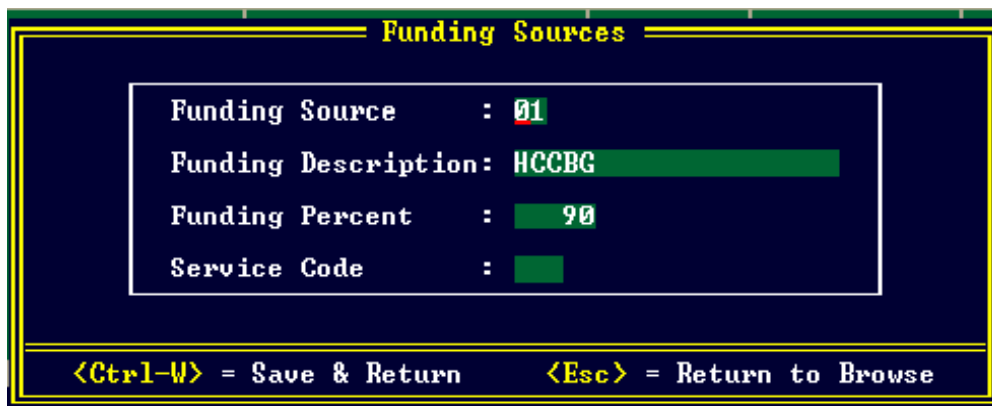


Figure 11 Funding Sources Detail Screen

### Summary of fields on **Funding Sources Screen**

Entry Field	Contents
Funding Source	Two digit code for the Funding Source.
Funding Description	Description can be twenty characters in length.
Funding Percent	Percentage paid for this Funding Source
Service Code	The Service Code field can be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the <b>F1</b> or <b>Ctrl+F1</b> keys will also display the list of valid codes.

**NOTE:** Users with **Agency** level security can only view this table. **Provider** level security users do not have access to any of the *Table Maintenance Menu* item.

### Counties

Figure 12 below is the *Counties Detail Screen*. This screen is displayed after the **<Add>** or **<Edit>** button has been pressed on the Counties browse screen. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing. Duplicate County names cannot be added to the database.

To save information and return, press the **<Ctrl-W>** button. Press the **<Esc>** button to return without saving.

Figure 12 Counties Detail Screen

Entry Field	Contents
County Name	The name can be up to twelve characters in length.
County Number	A numeric code assigned to the County can be up to three digits in length.
Region	The Region Code is a one-digit code used to identify a specific Region.

## Race

Figure 6 below is the *Race Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the Race browse screen. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing. Duplicate Race Codes cannot be added to the database.

To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving



Figure 13 Race Detail Screen

Entry Field	Contents
Description	The Race description can be up to ten characters in length.
Race Code	A race code is a one character alphanumeric field associated with every Race description. An alphanumeric field can contain either numbers or letters.

## Regions

Figure 14 below is the *Regions Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the Regions browse screen. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing. Duplicate Region Codes cannot be added to the database.



Figure 14 Regions Detail Screen

To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving

### Summary of fields on **Regions Detail Screen**

Entry Field	Contents
Region Code	The Region Code is a one-digit code used to identify a specific Region.
Description	A Region description can be up to twenty characters in length.

### Service Categories

Figure 15 below is the *Service Categories Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the Service Categories browse screen. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing. Duplicate Service Categories cannot be added to the database.

To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving.

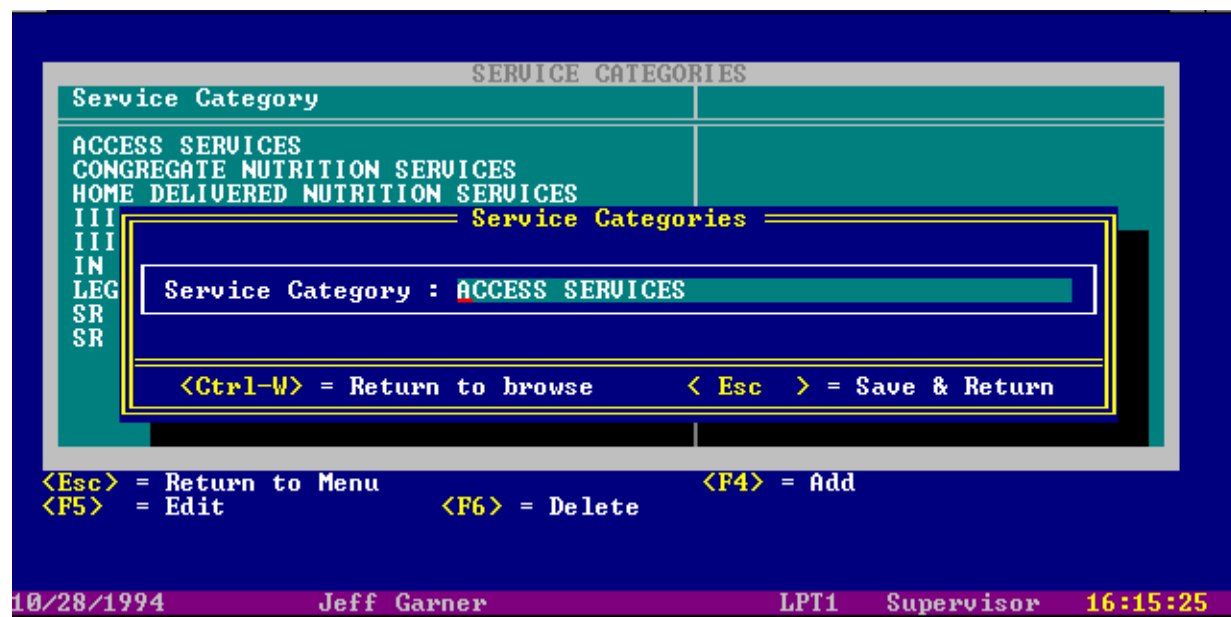


Figure 15 Service Categories Detail Screen

### Summary of field on **Service Categories Detail Screen**

Entry Field	Contents
Service Category	The service Category can be up to forty characters in length.

## Service Codes

Figure 16 below is the *Service Codes Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the Service Codes browse screen. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing.

The Non-Unit field is to indicate if this service is for non-unit services. The Service Category field indicates which category the selected service is in. The Service Category is not mandatory and can be left blank. Entries with a Service Code and a Service Level identical to those fields in a record already in the table cannot be added to the database.

To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving.

Figure 16 Service Codes Detail Screen

### Summary of fields on the Service Code Detail Screen

Entry Field	Contents
Service Description	Describes the service being provided.
Service Code	A three digit code identifying the Service Code.
Service Level	A three digit code identifying the Service Level.
Non Unit	Indicates if this service is for non-unit services.
Special Eligibility	Indicates if this is a valid Service Code for a special eligible client (under age 60)
One Unit	Indicates if this Service Code must be reported as one unit only.
Current	Indicates if this service is active for the current Fiscal Year.
Service Category	The Service Category can be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.

## Site Route Worker Codes

Figure 17 below is the *Site Route Worker Codes Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the Site Route Worker (SRW) Codes **browse screen**. The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing.

The SRW Description and SRW Codes cannot be left blank. When an SRW Code is entered, a search is made for that code in the SRW Codes database. If the SRW Code that has just been entered on the screen is exactly the same as an SRW Code already in the database, an error message will be displayed.

To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving.

Figure 17 Site Route Worker Codes Detail Screen

Entry Field	Contents
SRW Description	A SRW description can be up to twenty characters in length.
SRW Codes	A three-digit identification code.
Region	The Region Code is a one-digit code used to identify a specific Region.
County	The County field can be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the <b>F1</b> or <b>Ctrl+F1</b> keys will also display the list of valid codes.
Provider	The Provider field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the <b>F1</b> or <b>Ctrl+F1</b> keys will also display the list of valid codes.
Service	A three digit code identifying the Service Code. If an invalid code is entered, a list of valid codes will be displayed. Pressing the <b>F1</b> or <b>Ctrl+F1</b> keys will also display the list of valid codes.

## Types of Operations

Figure 19 below is the *Types of Operations Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the Types of Operations browse screen (Figure 11). The Add and Edit screens are exactly the same, except that all the fields will be blank on an Add screen. On an Edit screen, the data from the selected record on the browse screen will be displayed on the detail screen and will be available for editing. Duplicate Types of Operation Codes cannot be added to the database.

To save information and return, press the <Ctrl-W> button. Press the <Esc> button to return without saving.

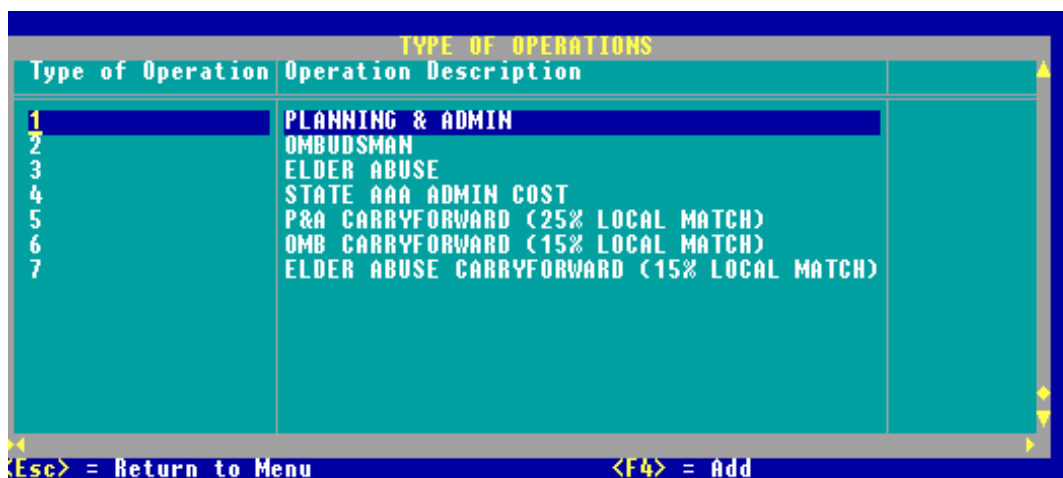


Figure 18 Type of Operations Browse Screen

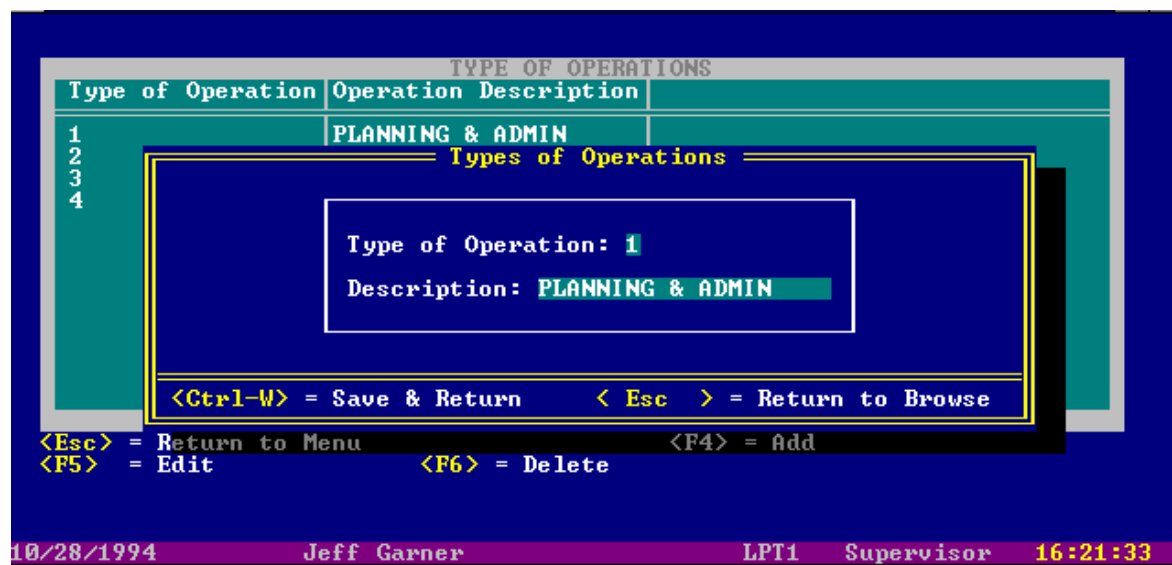


Figure 19 Types of Operations Detail Screen

Entry Field	Contents
Type of Operation	A one digit code that represents the type of operation
Description	The description can be up to twenty characters.

## Convert DSS Data

Figure 20 is the *Convert DSS Data Screen*. Before this option is executed, the SISWORK and the SISUNIT files must be downloaded from the mainframe and placed in working directory on the LAN. The Convert DSS Data option will read these data files and update the Client and Service Totals databases. After this conversion, the SISWORK.DAT and SISUNIT.DAT files will be deleted to be sure that the same information is not used to update the Service Totals and the Client databases more than once.

If there are any records with errors, these records will be written to the “DSSErrs.RPT” with a ‘C’ and/or ‘U’ following the letter ‘s’. Example: DSSErrsu.RPT = DSS Unit error report. These reports are part of the Regional Zip file created during the batch run.

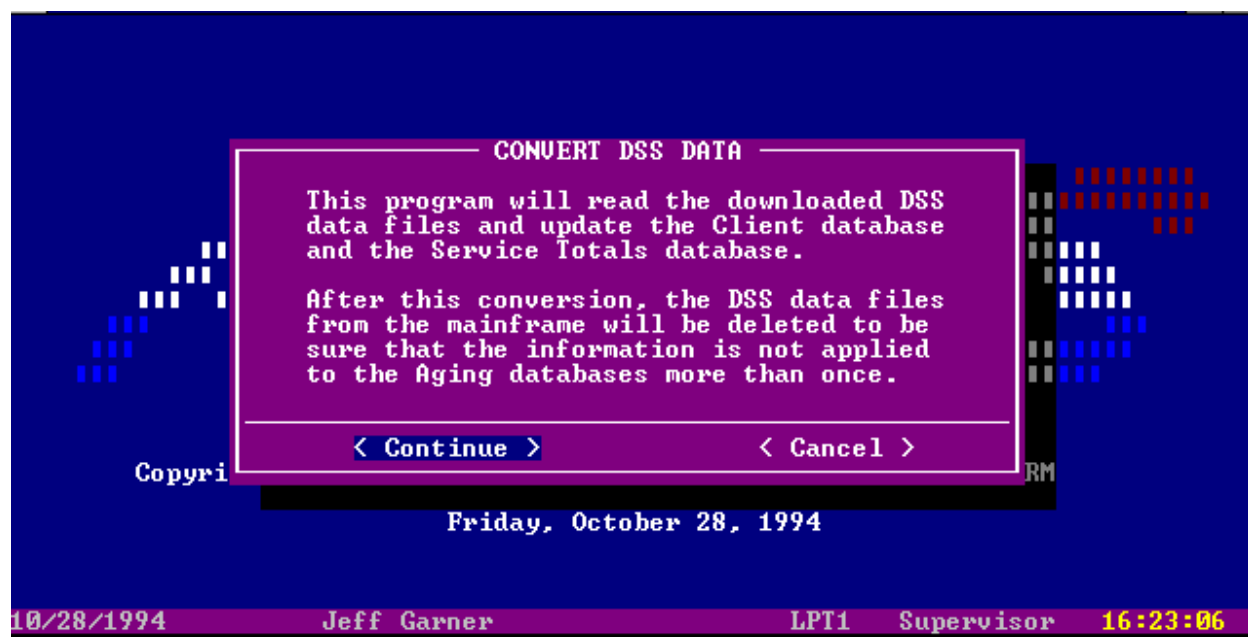


Figure 20 Convert DSS Data Screen



As stated earlier, the SISWORK and SISUNIT files must first be downloaded from the mainframe before the conversion can be accomplished. **NOTE:** This is a *SEPARATE* process that must be carried out outside of the ARMS program. To carry out this process, load *Extra for Windows* and logon to TSO. From the “Ready” screen in TSO, select “File” from the TSO Main Menu. Select “File Transfer”. A input screen will be displayed which prompts the user for the necessary information. The screen displayed in Figure 16 contains an example of the data required in each input field.

**NOTE:** DOA and Supervisor security level users perform this function monthly.

File transfer screen used to download SIS data.

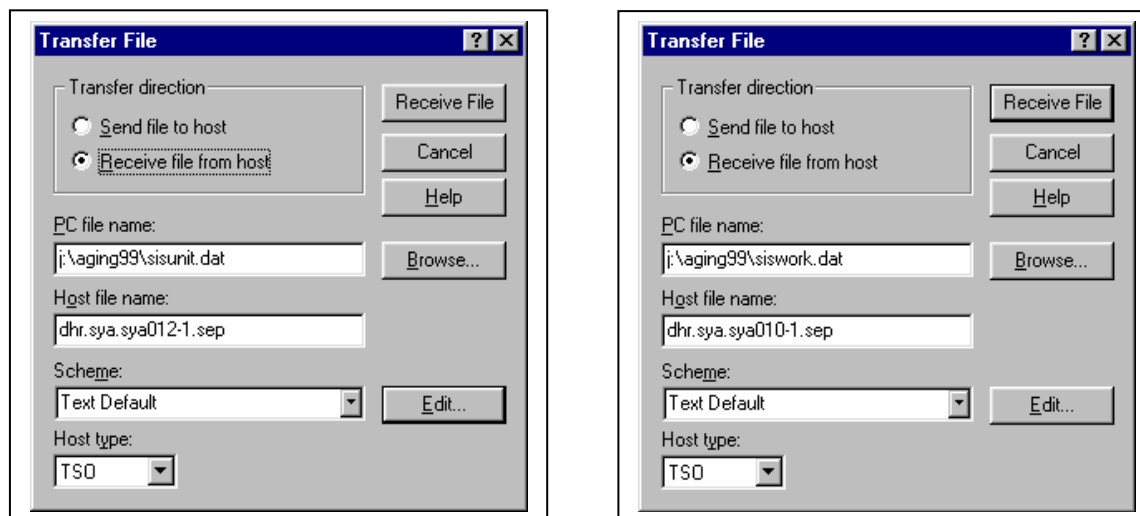


Figure 21 Convert DSS Data Screen

Entry Field	Contents
PC Filename	The Drive, Directory, and Name that the file will be named on the PC.  <b>NOTE:</b> J:\AGING99\SISWORK.DAT J:\AGING99\SISUNIT.DAT
Host Filename	The Location and Name of the file as it is named on the Mainframe.  <b>NOTE:</b> DHR.SYA.SYA010-1.xxx (Client) DHR.SYA.SYA012-1.xxx (Unit) where “xxx” = Current Month’s abbreviation (e.g. OCT,SEP,NOV, etc.)

Once these options have been selected, select “Receive File”. File transfer will then begin.

**NOTE:** This procedure must be carried out **TWICE**, once for the **SISWORK.DAT** file and once for the **SISUNIT.DAT** file.

## Reindex Databases

Figure 22 below is the *Reindex Databases Screen*. Before indexing can commence, two options must be specified, “PACK” and “REBUILD”. The “PACK” option specifies the user’s choice of removing all records set for deletion during the reindex procedure. The “REBUILD” option specifies which of the available files to reindex. Once these options have been selected, pressing <OK> will begin the procedure.

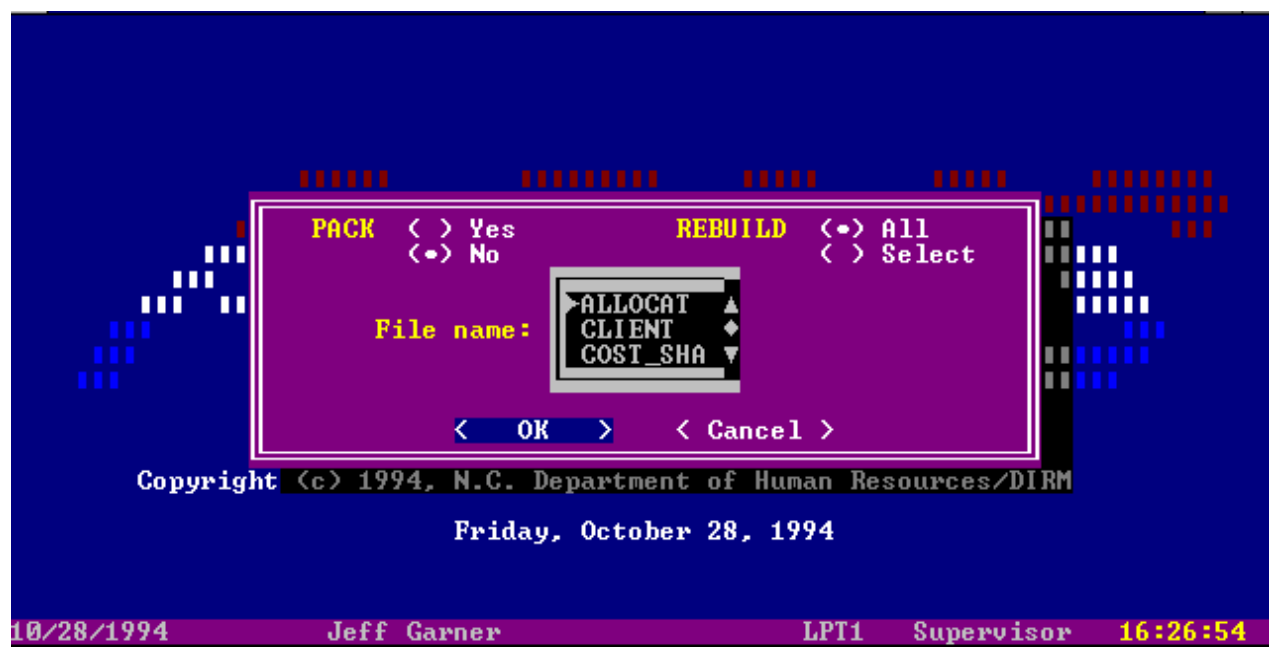


Figure 22 Reindex Databases Screen

Entry Field	Contents
Pack	When a record is deleted, it is marked for deletion and remains in the database. If the “yes” button is chosen, all records marked for deletion are removed from the database.
Rebuild	If the “all” button is chosen, all the database files will be reindexed. If the “Select” button is chosen, only a selected file will be reindexed.
File Name	The File Name field is disabled unless the “Select” button is chosen. To select a file to reindex, use the scroll bar, or use the up and down <b>Arrow</b> keys to scan the list of database filenames.

## Reimbursement Reindexing

Figure 23 below is the *Reimbursement Reindexing Screen*. DO NOT confuse this option with the previous “Reindex Databases” option. Even though they function similarly, they are for two separate purposes. This option reindexes ONLY those databases that are used during the Monthly Reimbursement process. This option was installed to aid in speed of the Monthly Reimbursement process. In other words, BEFORE running the Monthly process, this option CAN (optional!) be used. However, the user MUST run the previous “Reindex Databases” option AFTER the Monthly process to reinstate ALL necessary indexes. If this is not done, ARMS will NOT run properly.

Before indexing can commence, two options must be specified, “PACK” and “REBUILD”. The “PACK” option specifies the user’s choice of removing all records set for deletion during the reindex procedure. The “REBUILD” option specifies which of the available files to reindex. Once these options have been selected, pressing <OK> will begin the procedure.

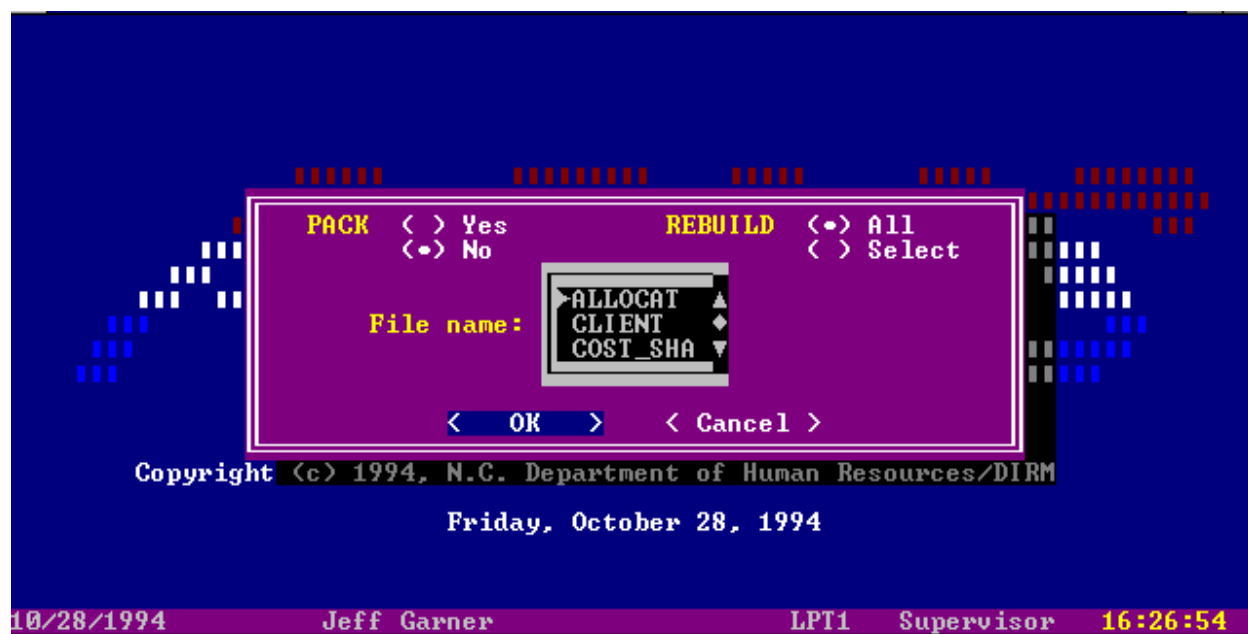


Figure 23 Reimbursement Reindexing Screen

## Archive Databases

Figure 24 shown below is the *Archive Databases Screen*. This screen enables the user to archive all records for a particular Fiscal Year. The default Fiscal Year is the current year. This default year can be changed to any year desired. The database files from which the records are deleted are listed below.

- ✓ Provider Information
- ✓ Provider Budget
- ✓ Approved Regional Budget
- ✓ Regional Expenditures
- ✓ Allocations
- ✓ Cost Sharing/Program Income
- ✓ Non-Unit Reimbursement
- ✓ Service Totals

Depending on the size of the database files, this procedure may take a relatively long time to complete. When the procedure is finished, a message will be displayed on the screen.



Figure 24 Archive Databases Screen

## Backup DBFs

Figure 25 below is the *Backup DBFs Screen*. This screen allows the user to make a backup copy of all the ARMS database files, and to choose to copy the information to either floppy diskette Drive A or floppy diskette Drive B. The number of Floppy Diskettes needed for this procedure will depend on the amount of database information that has to be copied. The backup procedure will prompt the user when to change disks and will display a message on the screen when the procedure is finished. Because of the way the LAN (“Local Area Network”) is set up, a backup cannot be accomplished directly from a LAN network drive to a Floppy Diskette. For the backup procedure to work, the directory C:\AGEBACK must be created on the C: drive (The computer’s built-in hard drive). The files to be backed up will first be copied to the C:\AGEBACK directory and then the files will be backed to the floppy drive.

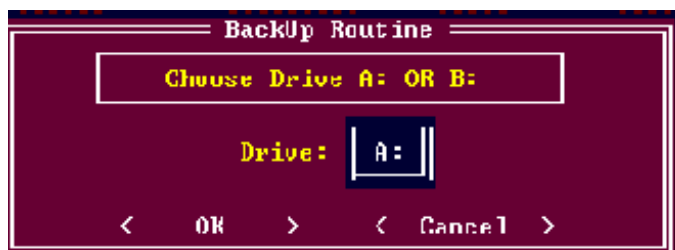


Figure 25 Backup DBFs Screen

## Restore DBFs

Figure 25 below is the *Restore DBFs Screen*. This screen allows the user to restore database information which has been previously copied to the floppy diskettes using the Backup DBFs procedure. Choose either disk drive A or disk drive B to from which to restore the previously backed up files. The restore program will copy these files to the original location they were copied from, overwriting any existing files message will be displayed on the screen when this procedure is complete.

Because of the way the LAN (“Local Area Network”) is set up, a file restore procedure cannot be accomplished directly from floppy Diskette to a LAN network drive. For the restore procedure to work the directory C:\AGEBACK must be created on the computer’s C: drive (The computer’s built-in hard drive). The files to be restored will first be copied to the C:\AGEBACK directory and then the files will be restored to the application.

NOTE: This option is NOT available for Agencies or Providers.

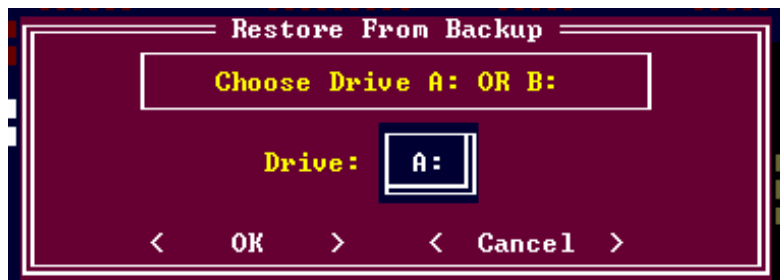


Figure 26 Restore DBFs Screen

## Change Password

Figure 27 shown below is the *Change Password Screen*. All users are required to have a valid Password. Although it is not required to change passwords in *ARMS*, it is a good idea to change passwords periodically. To change a password, type the new password into the “New Password” field and press <ENTER>. To insure spelling, retype the new password in the “Retype New Password” field and press <ENTER>. After pressing the <OK> button, if both entries were typed correctly, the new password will be accepted. The new password will be required at subsequent logins.



CHANGE PASSWORD

New Password:

Retype New Password:

< OK >      < Cancel >

Figure 27 Change Password Screen

## Change SSN

Figure 28 below is the *Change SSN Screen*. From time to time, it may become necessary to change a SSN associated with Service Total Records. A Social Security Number can be changed by typing the CURRENT Social Security Number in the “Enter SSN” field and then typing the NEW Social Security Number in the “Change to” field. The current Social Security Number will be changed to the new number in the Service Totals database.



```

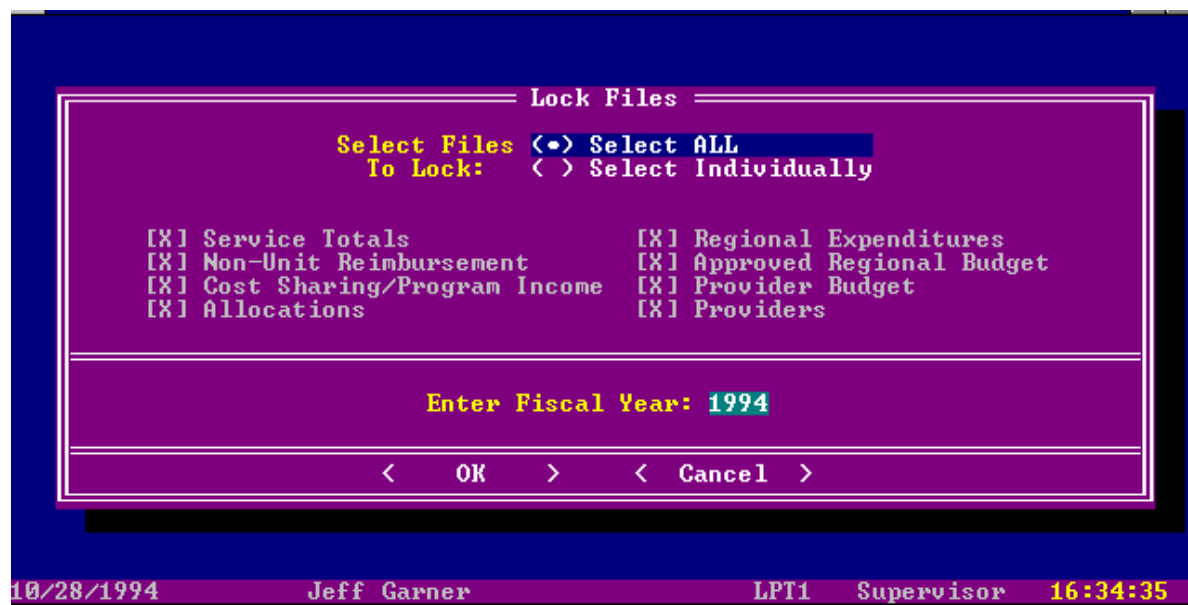
      CHANGE SSN
Enter SSN:  - -
Change to:  - -
<  OK  >  < Cancel >

```

Figure 28 Change SSN Screen

## Lock Files

Figure 29 is the *Lock Files Screen*. This screen enables the user to LOCK certain files within the ARMS system. When a file is locked, it cannot be deleted or modified. If the “Select All” radio button is chosen, all eight files listed on the screen will be locked. If the “Select Individually” radio button is chosen, the files can be locked individually.



```

      Lock Files
Select Files (<•> Select ALL
To Lock:    (< >) Select Individually

[X] Service Totals           [X] Regional Expenditures
[X] Non-Unit Reimbursement   [X] Approved Regional Budget
[X] Cost Sharing/Program Income [X] Provider Budget
[X] Allocations              [X] Providers

Enter Fiscal Year: 1994

<  OK  >  < Cancel >

```

10/28/1994      Jeff Garner      LPT1      Supervisor      16:34:35

Figure 29 Lock Files Screen

## Unlock Files

Figure 30 is the *Unlock Files Screen*. This screen enables the user to unlock certain files within the ARMS system. When a file is unlocked, it can be deleted or modified. If the “Select All” radio button is chosen, all eight files listed on the screen will be unlocked. If the “Select Individually” radio button is chosen, the files can be unlocked individually.

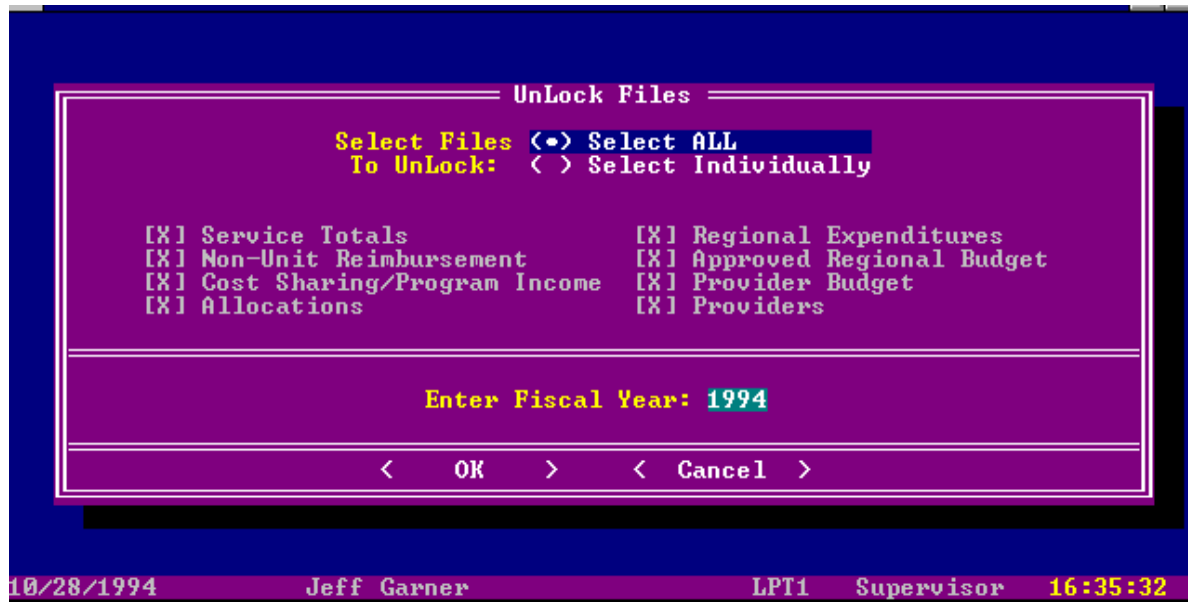


Figure 30 Unlock Files Screen

## Error Log Options

The *View Error Log* option is used to view the listing of error information. If an error should occur, several useful items of information are appended to the error log file. In order to find the last error that occurred, select the View Error Log option and scroll to the end of the error log list. An entry into the error log file will include

- ✓ The date of the error
- ✓ The time the error occurred
- ✓ The system error number
- ✓ The system error message
- ✓ The line on code which contains the error
- ✓ The program in which the error occurred

The “Delete Error Log” option erases all error entries in the error log.